

KURRI KURRI BAPTIST CHURCH

Incident Reporting Process

Document 77	
Replace existing document?	Yes
Version:	Version 2.0 (Addition of Document Control page, alignment with Doc #47, APPENDIX 1 – Laminated and placed in the hall)
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Details of superseded documents:	(Version 1.0) Incident Reporting Process. Drafted by Safe Church Team on 11/10/2023
Adopted by governance body on:	18/8/2026
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Note: Throughout this document, “Church” refers to Kurri Kurri Baptist Church, the local Church which adopted this document.

Note: The information provided is of a general nature only and may not identify all matters that need to be included in the design of effective controls for the subject area. Professional advice should be obtained on individual circumstances.

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RISK INFORMATION – CHURCHES INCIDENT REPORTING

All churches experience incidents which involve workers, congregation members and other users of church facilities. Incidents can result in death, injury, asset damage or near misses. This guidance explains why it is necessary to keep records of incidents and provides details of the sort of information that should be recorded.

A sample incident reporting form is provided (See Doc #47 Accident/Incident Report).

Why do we report incidents?

All organisations employing workers are required by legislation/regulation to keep registers of notifiable workplace incidents – this includes deaths, serious injuries and dangerous incidents or near misses even if no-one is injured. State based WHS/OHS resources should be referred to in order to understand the detailed requirements in this area. It is important to note that any notifiable event must be reported to the relevant authority immediately any person conducting a business or undertaking (PCBU) becomes aware it has happened.

Churches need to keep records of all incidents that might give rise to a future liability claim. The record should contain as much detail as possible (including photographs) to enable later understanding of the circumstances of the incident.

Churches should record near misses to identify hazards that may require application of new control measures.

Damage to property or assets should be recorded to identify the emergence of potential hazards and to facilitate repairs.

What sort of events / incidents should be reported?

Examples of events reported include:

- Death
- Serious injury
- Any incident requiring application of first aid
- Trips, slips, falls
- Robbery or violent incident
- Graffiti or other malicious property damage
- Structural fault
- Near miss in car park
- Natural disaster causing damage to property or people

*Incident reporting **DOES NOT** include incidents or allegations of misconduct - for guidance in this area refer to your state based Professional Standards practitioner.*

What should be recorded on incident reports?

- Worker's name and job details (or third party person's name if not a worker)
- Time and date of injury or incident
- Exact location where the injury/incident occurred. Photographic evidence of the incident (after attending to injured persons) can be important evidence in any later liability claim
- How the incident/injury happened
- Details of the injury/illness and the part/s of the body injured
- Names of any witnesses
- Name the person entering details into the register
- Date the employer was notified
- Where applicable, the date and time the relevant regulator / insurer was informed
- Results of investigation into the causes of the incident
- Proposed controls to mitigate the hazard

A sample Incident Report Form is attached. (See Doc #47 Accident/Incident Report).

What do we do with reported incidents?

Your church will need to have a documented process for dealing with reported incidents which will include the following (See Appendix 1):

- Administration of first aid and emergency service (ambulance, fire, police), if needed.
- In the event of death or serious injury to a worker, the matter should be reported immediately to your state WorkSafe or SafeWork regulator. Where the injured party is not a worker you may still need to report to WorkSafe, e.g. awning collapses on customers.
- Notifying family members of the injured worker.
- Protect the incident scene until the relevant emergency services and/or government inspector arrives (or until notice is received that one will not be arriving) or until internal investigation is complete.
- Record incidents on Report forms and retain forms in a Register
- Report incidents through the Church management hierarchy and the Church governance (Board) body.
- Report worker injuries to your Workers' Compensation insurer.
- Notify Baptist Insurance Services if the incident might trigger a Liability claim.
- Analyse the circumstances of each incident to determine what changes might be required to existing control measures
- Change controls, repair assets

- Retain reports of incidents and near misses in a register. For WHS/OHS incidents, records must be retained for a minimum of 5 years. For Liability claims or potential claims, records should be retained indefinitely.

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APPENDIX 1

KURRI KURRI BAPTIST CHURCH

Incident Reporting Process

Your responsibility:

- Administration of first aid and emergency service (ambulance, fire, police), if needed
- In the event of death or serious injury to a staff member, the matter should be reported immediately to SafeWork NSW. Where the injured party is not a staff member (i.e. a volunteer or visitor), you may still need to report to WorkSafe NSW, e.g. awning collapses on visitors
- Notifying family members of the injured person/s where possible
- Protect the incident scene until the relevant emergency services and/or government inspector arrives (or until notice is received that one will not be arriving) or until internal investigation is complete
- Record incidents on an "Accident/Incident Report" (Doc #47 – Available in hard copy in the church hall, or through the church website - <https://kurribaptist.org.au/documents>) and promptly give this form to a member of the Work Health Safety Team, as soon as possible

Work Health Safety Team responsibility:

- Report incidents through the Church Organisational and Reporting Structure, and as per relevant Governance Documents
- Report staff injuries to the Church Workers' Compensation insurer (icare)
- Notify Baptist Insurance Services if the incident might trigger a liability claim
- Analyse the circumstances of each incident to determine what changes might be required to existing control measures
- Change controls, repair assets, update relevant risk assessments
- Give the completed "Accident/Incident Report" to the Church Secretary

Secretary responsibility:

- Retain indefinitely all completed "Accident/Incident Reports" in a "Completed Incident Reports Register", securely stored in a locked cupboard

NOTE: Incident reporting DOES NOT include incidents or allegations of misconduct. Please speak to the Safe Church Team or the Church Leadership or visit the Church website (<https://kurribaptist.org.au/>) to access the Governance Documents containing procedures for reporting such matters.